

Benton-Franklin Council of Governments

1622 TERMINAL DRIVE
P.O. BOX 217
RICHLAND, WA 99352

Phone: (509) 943-9185

FAX: (509) 943-6756

WWW.BENTON-FRANKLIN.COG.WA.US

June 23, 2006

Tim Fredrickson
General Manager
Ben Franklin Transit
1000 Columbia Drive S.E.
Richland, WA 99352

Subject: Memorandum of Understanding – BFCG, WSDOT, BFT

Dear Tim:

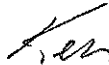
Enclosed is your copy of the fully executed MOU as required by the feds.

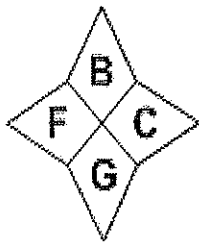
This MOU will remain in effect until significant changes warrant an update.

Sincerely:

By:

Mark Kushner
Transportation Director


Ken Alford
Trans. Plan. Spec.



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June 23, 2006

Don Whitehouse
Administrator
WSDOT South Central
P.O. Box 12560
Yakima, WA 98909-2560

Subject: Memorandum of Understanding – BFCG, WSDOT, BFT

Dear Don:


Enclosed is your copy of the fully executed MOU as required by the feds.

This MOU will remain in effect until significant changes warrant an update.

Sincerely:

By:

Mark Kushner
Transportation Director


Ken Alford
Trans. Plan. Spec.

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS METROPOLITAN PLANNING ORGANIZATION MEMORANDUM OF UNDERSTANDING

The Benton-Franklin Council of Governments (BFCG) is the state certified Metropolitan Planning Organization (MPO) for the Richland-Kennewick-Pasco-West Richland metropolitan area. Ben Franklin Transit (BFT) is the metropolitan transit agency. This Memorandum of Understanding among the state, BFCG, and BFT, defines the responsibilities for cooperatively carrying out transportation planning and programming in the metropolitan area. Planning responsibilities of BFCG are further defined in the Unified Planning Work Program (UPWP), the MPO certification documentation, and the BFCG Public Involvement Procedures.

In addition to being the MPO, BFCG is also the Regional Transportation Planning Organization (RTPO) for Benton, Franklin, and Walla Walla counties. The organization is comprised of twenty-three member jurisdictions, which represent the region's 276,000+ population.

BFCG fulfills its MPO responsibilities through Tri-MATS (Tri-Cities Metropolitan Area Transportation Study), consisting of a Technical Advisory Committee (TAC), a Policy Advisory Committee (PAC), and the BFCG Board. Special citizens' task forces are also intermittently formulated for specific projects. The mission is a continuous, cooperative, and comprehensive planning process that results in regional multi-modal transportation plans and programs that anticipate the social, economic, and environmental needs of the metropolitan area, the region, and the state. Major products of this process are the long-range Regional Transportation Plan (RTP) for the MPO/RTPO, the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), a comprehensive transit plan, and special planning and research studies.

Attachment 1 illustrates the organization chart of the Tri-MATS program and its relationship to the BFCG overall work program. The TAC is comprised of engineers and planners representing local jurisdictions, special purpose districts, and WSDOT. The TAC provides staff level input to the activities being undertaken by the MPO. The PAC is comprised of elected officials from the same jurisdictions represented at the technical level. The PAC provides policy review and guidance to activities and projects that will require adoption by the BFCG Board and/or local jurisdictions. This multi-level forum provides coordination and consensus prior to adoption of work program products.

Attachments 2 through 4 provide the membership rosters of the Technical and Policy Committees and the BFCG Board. WSDOT is duly represented on both committees. BFT is represented at both committee levels and also on the Board. Furthermore, WSDOT and BFT shall be represented on project specific committees or task forces when appropriate.

COORDINATION

WSDOT and BFT, along with the other Tri-MATS members, shall, when called upon, relate brief status reports of projects and other planning activities, either orally or in writing, for the benefit of all committee members. This activity shall be generally included in the monthly committee meetings to stimulate sharing of information, coordination of activities, problem solving, and general cohesiveness among the membership.

Coordination of activities of a multi-jurisdictional or regional nature shall be accomplished to avoid duplication of efforts, to provide connectivity across jurisdictional boundaries, and to maximize usability. Such activities include data collection and analysis, multi-modal transportation planning, community development (employment, housing, land use, etc.), environmental studies, special planning and research studies, and public involvement activities.

UNIFIED PLANNING WORK PROGRAM

BFCG shall annually prepare a Unified Planning Work Program (UPWP) in cooperation with the state and BFT. Any transit studies anticipated to be performed by BFCG for BFT, will be defined therein. This may include transit planning and marketing surveys, route-planning studies, the undertaking of FTA related annual emphasis area issues, census data, certification of the Americans with Disabilities Act (ADA) plan, and assorted other studies mutually agreed upon. Any anticipated corridor or sub-area studies in behalf of or in cooperation with WSDOT and/or BFT will also be documented in the UPWP. Upon Tri-MATS endorsement, the UPWP must be approved by WSDOT, FHWA, and FTA.

MAJOR METROPOLITAN TRANSPORTATION INVESTMENTS

Major Metropolitan Transportation Investments are high-type roadway or transit improvements anticipated to significantly affect capacity, traffic flow, level of service, or mode share at the transportation corridor or sub-area scale. Any project meeting the federal qualifications shall require refinement with a major investment analysis in consultation with FHWA and FTA. Participants in this cooperative process shall include WSDOT, BFT, BFCG, local officials, and assorted other agencies and individuals per the federal criteria. To the extent appropriate to the scope of the project, major investment studies shall include evaluation of the effectiveness and cost-effectiveness of alternative investments or strategies in attaining local, state, and national goals and objectives.

Major investment project determinations shall be a Tri-MATS function performed jointly by BFCG staff and project sponsors, in accordance with federal rules and guidelines, subject to state concurrence.

MANAGEMENT SYSTEMS

Development of the voluntary congestion, inter-modal, and public transportation management systems for the metropolitan area shall be a cooperative process involving the entire Tri-MATS organization. WSDOT and BFT shall, therefore, have active roles in the development and implementation of strategies and criteria for improving system performance and the formulation of transportation investment decisions.

REGIONAL TRANSPORTATION PLAN

By federal mandate (23 CFR 450.322), the BFCG metropolitan transportation planning process includes development of an inter-modal transportation plan addressing at least a twenty-year planning horizon. A similar state mandate (RCW 47.80) requires a twenty-year transportation plan for the three-county RTPO. The BFCG, therefore, combines these federal/state requirements into one document, the Regional Transportation Plan. That plan was last adopted by the BFCG Board in November 2001. A 2006 update is currently being compiled. The plan includes both long-range and short-range strategies and actions that lead to development of an integrated, inter-modal transportation system that facilitates efficient movement of people and goods. The plan shall be reviewed biennially and updated at least every five years to maintain its validity and its consistency with current and forecasted transportation and land use conditions and trends and to maintain a twenty year horizon. An objective of the plan is a balanced multi-modal transportation systems plan and investment strategy for the efficient movement of people and goods within and through the metropolitan area. The RTP is the basis from which transportation decisions are made and guides the expenditure of federal, state, and local transportation monies.

Each metropolitan and regional member jurisdiction prepares components of the transportation plan in concert with neighboring jurisdictions. Upon approval of the jurisdictional components by their governing bodies through a public forum process, BFCG coordinates compilation of those components into a draft regional plan for public and agency review and comment prior to formal review by the Tri-MATS committees and adoption by the BFCG Board.

BFCG shall be responsible for development and periodic updates of the regional transit plan component. WSDOT shall likewise be responsible for the state route component. BFCG staff shall provide any needed assistance to WSDOT and BFT in the development or updating of their respective plan components.

TRANSPORTATION IMPROVEMENT PROGRAM

In accordance with state and federal rules and guidelines, the BFCG regional transportation planning process includes compilation of an MPO/RTPO six-year Transportation Improvement Program (TIP) in cooperation with WSDOT, BFT, and the other Tri-MATS member jurisdictions. The TIP shall include a financial plan that demonstrates that resources are reasonably available to implement the first four years of the TIP. To assist in the process, WSDOT shall provide the BFCG with estimates of available federal and state funds. The TIP shall be financially constrained and prioritized by year, and shall also identify all state, federal, and local funding requirements. Furthermore, BFCG must certify that the TIP is consistent with the Regional Transportation Plan.

Each member jurisdiction, including WSDOT and BFT, shall biennially review and update their six-year transportation improvement program in the format provided by WSDOT. The agency TIPs shall be prioritized by year and financially constrained to approximate anticipated annual revenues. Upon approval of the jurisdictional programs by their governing bodies through a public forum process, those programs shall be forwarded to BFCG for compilation into the regional TIP. Upon compilation of a draft TIP, BFCG shall provide a public forum for review

and comment, prior to Tri-MATS adoption. Upon resolution of pertinent comments, the TIP shall be endorsed by the Tri-MATS committees and the BFCG Board. The approved TIP shall then be forwarded to WSDOT for inclusion in the Statewide Transportation Improvement Program (STIP). WSDOT and BFT shall assist and cooperate with BFCG in their regional public involvement process for the TIP.

Procedures for interim amendments of the TIP shall conform with state and federal requirements and those herein for TIP preparation. The TIP may be amended at any time deemed appropriate to reflect needed modifications to the transportation program. Public involvement in TIP preparation and/or amendment at either the agency or MPO/RTPO levels shall conform with state and federal requirements and with supplemental BFCG Public Involvement Procedures.

FEDERAL AND STATE CONFORMITY

The BFCG metropolitan and regional transportation planning process shall be consistent with and conform to all federal and state requirements, including those of the 2005 SAFETEA-LU, the Federal Transit Act, and the appropriate voluntary congestion management, public transportation, and inter-modal management systems.


This Memorandum of Understanding may be periodically revised as necessary, upon agreement by all parties involved.



Timothy J. Fredrickson
General Manager
Ben Franklin Transit

June 9, 2006

Date



Don Whitehouse
Administrator
WSDOT, South Central Region

6/7/06

Date



Julie Jones
President
Benton-Franklin Council of Governments

6-22-06

Date

TRI-MATS RTPO POLICY ADVISORY COMMITTEE

CALENDAR YEAR ~~2006~~ COMMITTEE MEMBERS

Jerome Delvin o	(360) 786-7614	WA State Senate
Mike Hewitt o	527-4111	WA State Senate
Mark Schoesler o	659-1909	WA State Senate
Maureen Walsh o	509-200-1232	WA St. House of Representatives
Bill Grant o	529-4929	WA St. House of Representatives
Don Cox o	397-5098 (W)	WA St. House of Representatives
Shirley Hankins o	946-5406	WA St. House of Representatives
David Buri o	(509) 397-3919	WA St. House of Representatives
Larry Haler o	308-1957	WA St. House of Representatives
John Fox	375-0117 H	City of Richland, Council Member
Leo Bowman, <i>Chair</i>	736-3080	Benton County, Commissioner
Neva Corkrum	545-3535 (W)	Ben Franklin Transit, Board Member
Nancy Aldrich	942-7508 (W)	City of West Richland, Council Member
Frank Brock	545-3535	Franklin County, Commissioner
Bob Olson	586-9281 (W) 783-4472 (H)	City of Kennewick, Council Member
Bob Hoffmann	547-7373 (H)	City of Pasco, Council Member
Bill Clark	509-863-4702	Port of Pasco, Commissioner
Don Whitehouse	577-1620	WSDOT South Central Region, Administrator
Bob Larson	375-1547 (H)	Port of Benton, Commissioner
Randy Taylor, Vice-Chair	786-4358	City of Prosser, Council Member
Gene Wagner	783-6896 (H)	Port of Kennewick, Commissioner
Gary Walton	234-2701	City of Connell, Mayor
Patti Bailie	265-4259	City of Mesa, Mayor
Lloyd Carnahan	588-3430	City of Benton City, Council Member
Donna Fone	282-3372	City of Kahlotus, Mayor
Greg Loney	527-3200 (W)	Walla Walla County, Commissioner
Jerry Cummins	525-8848	City of Walla Walla, Council Member
Tim Edwards	529-6184	City of College Place, Council Member
Martin Dunn	337-6371	City of Waitsburg, Mayor

Ted Cook	849-2262	City of Prescott, Mayor
Fred Bennett	525-3455	Port of Walla Walla, Commissioner
David Carey	527-3200 (W)	Valley Transit, Board Member
	525-9290 (H)	
Carol Moser	627-5198 (H)	Washington State Trans. Commission
Staff - Mark Kushner	943-9185	BFCG, Transportation Director

- o Ex-officio Member

March 9, 2006

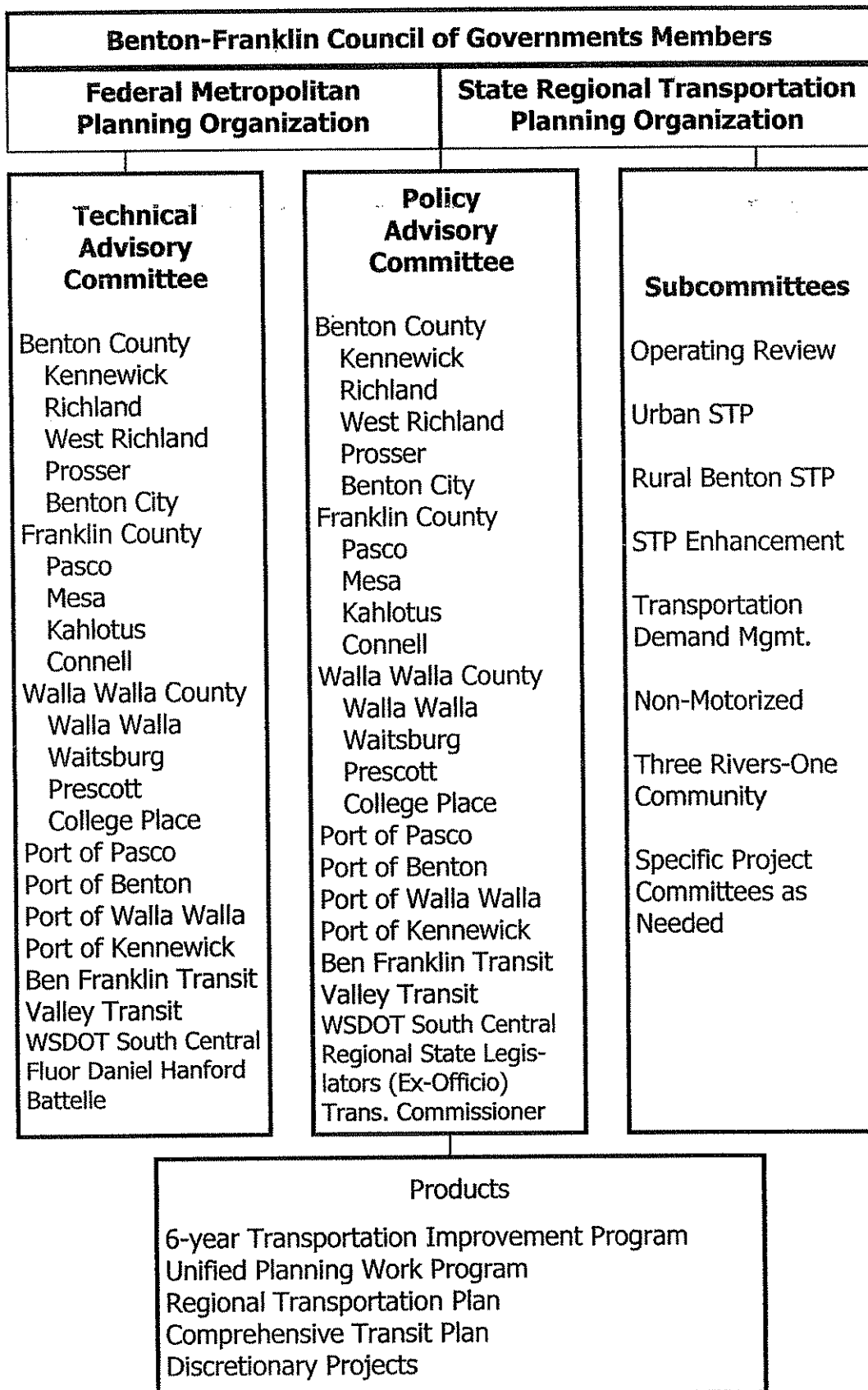
TRI-MATS RTPO TECHNICAL ADVISORY COMMITTEE

CALENDAR YEAR ~~2006~~ COMMITTEE MEMBERS

Tim Fife	545-3514	Franklin County Engineer/Public Works Director
Ross Dunfee, Vice Chair.	736-3084	Benton County Engineer/Public Works Director
Ed Frost	734-5107	BFT, Manager of Transit Development
Bob Alberts	545-3446	City of Pasco, Public Works Director
Marlin Brinkley	942-7522	City of Richland, Traffic Engineer
Roscoe Slade, Chairman	967-7105	City of West Richland, Public Works Director
Randy Hayden	547-3378	Port of Pasco, Engineer
Bill Preston	577-1630	WSDOT Planning Engineer, Yakima
Roger Wright	366-7455	Port of Benton, Engineering Consultant
Dave Penfield	376-6234	Fluor Daniel Hanford, Traffic Engineering
Larry Peterson	586-1188	Port of Kennewick, Director of Planning and Development
Peter Beaudry	585-4292	City of Kennewick, Public Works Director
Vacant		Battelle N.W.,
L. J. DaCorsi	786-7336	City of Prosser, Public Works Director
Art Tackett	234-2701	City of Connell, City Administrator
Teresa Standridge*	265-4253	City of Mesa, Clerk
Bob Spink	946-1581	City of Benton City, Engineering Consultant
Sharon McCaleb*	282-3372	City of Kahlottus, City Clerk
David Eids	527-3241	Walla Walla County Engineer/Public Works Director
Wrandoll Morua	527-4537	City of Walla Walla, City Engineer
Nicola Metzger	529-1200	City of College Place, City Engineer
Dan Katsel	337-6371	City of Waitsburg, Public Works Director
Steve Myers		City of Prescott, Public Works Director
Paul Gerola	525-3100	Port of Walla Walla, Economic Development Director
Dick Fondahn	525-9140 ext. 12	Valley Transit, Transit Manager
Mark Kushner	943-9185	BFCG/Staff, Transportation Director
**Bill Wiebe	705-7965	WSDOT Headquarters, Olympia (Planning)
**Jerry Ayers	705-7912	WSDOT Headquarters, Olympia (Transit)
** Roger Arms	577-1780	WSDOT Yakima (Local Programs)

* City Clerk

** Ex-Officio Members



2006 BFCG BOARD MEMBERS
Call Date: Meeting Date: 05/19/06

JURISDICTION	MEMBER	ALTERNATE
BEN FRANKLIN TRANSIT	Neva Corkrum 545-3535 (W)	Leo Bowman
BENTON PUD	Lori Kay-Sanders 727-0394	Robert Bertsch 735-2781 (W)
CITY BENTON CITY	Lloyd Carnahan 588-3430	Lorna Deckert 588-322 (W)
CITY OF CONNELL	Kent Mosbrucker 430-3409 (C)	Jim Klindworth
CITY OF KAHLOTUS	N/A	N/A
CITY OF KENNEWICK	Bob Olson 586-9281 (W) 783-4472 (H) 539-6150 (C)	Bob Parks 783-5307
CITY OF MESA	N/A	N/A
CITY OF PASCO	Tom Larsen 545-9916 (H)	Bob Hoffmann 547-7373 (H)
CITY OF PROSSER	Randy Taylor 582-5181 (W) 786-4358 (H) 727-5013 (C)	N/A
CITY OF RICHLAND	John Fox 375-0117 (H)	N/A
CITY OF W. RICHLAND	Julie Jones 967-5771 (H)	N/A
COUNTY - BENTON	Claude Oliver 736-3080	Max Benitz, Jr. 786-5600 (W)
COUNTY - FRANKLIN	Frank Brock 545-3535 545-3536	Bob Koch 545-3535
PORT OF BENTON	Robert Larson 375-1547	N/A
PORT OF KENNEWICK	Gene Wagner 783-6896 (H) 547-0511 x2312w	

PORT OF PASCO

Bill Clark
509-863-4702

N/A

PRIVATE SECTOR BFEDD MEMBERS

V.J. Meadows	628-0383 (H)
Clark Crouch	946-1558 (H)
Cruz Gonzalez	543-5739 (W) 545-3499 (H)
Kris Kelly-Watkins	735-8486 (W)
Carl Adrian	735-1000 (W)
Jim Rodriguez	539-8113 (W)

EX-OFFICIO

U.S. Dept. of Energy _____

ASSOCIATE MEMBERS

Kennewick Irrigation District _____

AFFILIATE MEMBERS

Tri-City Technical Council

Benton Rural Electric Assoc. _____

19. CAPITALIZATION	DATE (Last Statement): 12-31-2008	DATE (Pro forma IRP Fund): 12-31-2009	DATE (Pro forma Consolidated): 12-31-2009
Net Worth	\$ 327,115.00	\$ 332,012.00	\$ 350,000.00
Total Assets	\$ 1,115,830.00	\$ 1,159,765.00	\$ 1,195,000.00
Worth to Assets	1 :1	:1	:1
Debt to Worth	2.4 :1	:1	:1

20. PAST PERFORMANCE (Last 3 years):

Fiscal Year Ending	Mo Day Yr 12-31-2008	Mo Day Yr 12-31-2007	Mo Day Yr 12-31-2006
Total Income	\$ 327,504.00	\$ 68,286.00	\$ 51,022.00
Net Income	\$ 255,105.00	\$ 43,887.00	\$ 22,111.00

21. PROJECTIONS, IRP FUND:

Year	209	2010	2011
Total Income	\$ 83,721.00	\$ 88,900.00	\$ 93,400.00
Net Income	\$ 57,650.00	\$ 60,500.00	\$ 65,400.00
Principal Repayments	\$ 59,104.00	\$ 64,000.00	\$ 68,000.00
Balance	\$ 116,754.00	\$ 124,500.00	\$ 133,400.00
*Debt Coverage Ratio	:1	:1	:1

22. PROJECTIONS, CONSOLIDATED FUNDS:

Year	209	2010	2011
Total Income	\$ 140,000.00	\$ 150,000.00	\$ 165,000.00
Net Income	\$ 69,000.00	\$ 75,000.00	\$ 86,000.00
Capital Improvements	\$ 0.00	\$ 0.00	\$ 0.00
Principal Repayments	\$ 65,104.00	\$ 72,500.00	\$ 81,000.00
Balance	\$	\$	\$
Depreciation	\$ 0.00	\$	\$
*Debt Coverage Ratio	:	:	:

*Debt Coverage Ratio = Net Income + Interest + Depreciation / Principal + Interest